1 Oct 1969
Straw List

Areas of Concern to IP Board

1. **Areas of Management Concern:** Are the proper areas of management concern known? Is there agreement on same by ExDir, IP Staff, and IP Coordinators and Deputy Directors?

2. **Roles:** Are the roles of top management defined and agreed to? (Roles of ExDir, IP staff, IP Coordinators.)

3. **Management Mechanisms:** Do we have the policies, regulations, procedures, and other management mechanisms properly to direct and control ADP in CIA?

4. **Areas of Application:** Are we using ADP in the proper functional areas? That is, are we trying to do the right things? Are our objectives proper?

5. **Relative Emphasis (Priorities):** Are we placing the right relative emphasis on the various functional areas?

6. **Resources:** Are ADP position and dollar resources in balance with the utility of ADP to CIA? Are such resources properly distributed among the several ADP activities? Are future resource requirements under realistic management control?

7. **Space:** Is the present manner of providing building space for ADP satisfactory. Is the future space requirement for ADP being planned for rationally?

8. **Personnel:** Are we recruiting (internal and external) the right type of persons for ADP? Providing effective training? Providing growth opportunity in assignments?

9. **Organization of ADP:** What adjustments, if any, to the present organizational structure are needed in the short run (2 years)? What are the themes which should shape our ADP organizational structure over the long run (5-to-10 years)?

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10. **Commo vs. ADP:** Assuming that the Communications and ADP functions remain in separate organizations, how can effective coordination between these related services be best achieved?

11. **Technical Information Exchange:** Is technical know-how developed in one ADP center being exploited where applicable by other ADP centers in the Agency? Is a mechanism for technical coordination needed -- in parallel to the management coordination mechanisms which already exist?

12. **Procurement:** Do we follow effective and equiptable procedures in procuring ADP hardware, software, and services from the commercial world?

13. **Utilization:** Are the utilization rates of our ADP equipments proper? That is, is our ADP hardware inventory in balance with approved workloads?

14. **Quality of Local Management:** What mechanisms are needed to assure top management that local management is doing an effective job with projects under its jurisdiction?

15. **Project Difficulties:** Specifically, what are the major problems and risks in:

    - SIPS
    - IIS
    - RID's Document Control System
    - Document Storage and Retrieval
    - Automation of Intelligence Files
    - Scientific Computing
    - Automatic Dissemination, incl. ACT
    - Time-Sharing Development

    What, if anything, should management do to improve performance?

16. **Security:** Is classified information processed by CIA computers being provided proper security protection?

17. **Planning:** For all of the above areas, are we doing a satisfactory job of advanced planning for ADP?

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